

Dear Employee,

Over the weekend of June 22nd, our Learning Management Partner Relias Learning (formerly Essential Learning) will be applying a major upgrade to our LMS. The next time that you log onto the system to take a course you'll notice the changes. The good news is that the system still works pretty much the same way. Supervisors and Administrators will have more tools available to help you keep up with your training deadlines and you'll have your own "My Learning" page which will be where you spend most of your time in the LMS.

At the bottom of this page is sample Learner's "My Learning" page. Please note that the new system is very configurable and some sections displayed on the sample page may not appear on our system. There will also be a "Welcome to Relias Learning" course assigned to you that will serve as a general introduction as well as a short video tour that you can click on at: <http://video.reliaslearning.com/RLMS/Learner Orientation and Guided Tour.wmv>

If you have any questions or run into any concerns, please report them to us as soon as possible using the help link in the upper right hand corner of your "My Learning" page.

Thank you,

[Place your Signature Block Here]

The screenshot shows the 'My Learning' page in the Relias Learning LMS. The page has a purple header with the 'RELIAS LEARNING' logo and navigation tabs: 'MY LEARNING', 'RESOURCES', 'COURSE UPDATES', and 'EXTERNAL TRAINING'. A user profile bar at the top right shows 'Welcome, Rick | My Account | Help | Logout' and 'ROLE: Learner'. The main content area is titled 'CURRENT TRAINING' and contains a table of courses. Green callout boxes provide the following information:

- 'View or Print your transcript and certificates here' points to a link in the top right.
- 'Record additional training here (optional)' points to the 'EXTERNAL TRAINING' tab.
- 'Announcements and custom web links from your administrators.' points to the right-hand sidebar.
- 'Switch between course list and curriculum view' points to a toggle icon in the top left of the course list.
- 'Enroll in elective courses (if permitted)' points to the 'ADD A COURSE' button.
- 'Overdue Courses appear at the top of your list' points to the 'Abuse' course, which is marked as overdue with a red date '6/30/2009'.
- 'Courses due soon are highlighted yellow towards the top of your list' points to the 'CPR' course, which has a yellow background and a date '7/4/2013'.
- 'Future assignments can be hidden by admin or shown with the lock icon' points to the 'Case Management Basics' course, which has a lock icon and a note 'This course will be available on 7/28/2013'.
- 'Course details available from the information button' points to the information icon (i) next to the 'Cognitive Behavioral Therapy' course.

The course table lists the following items:

Title	Due Date
Abuse 2 hrs	6/30/2009
CPR 4 hrs • Wednesday, June 26, 2013 (8:00am - 12:00pm Eastern) PRINT CONFIRMATION/ADD TO OUTLOOK CHANGE SESSION	7/4/2013
Attitudes at Work 2 hrs	7/13/2013
Autism Overview 2.25 hrs	7/28/2013
Autism Spectrum Disorders: Separating the Data from the Myths 1 hrs	8/12/2013
Case Management Basics 4 hrs This course will be available on 7/28/2013	10/26/2013
Clinical Supervision: Core Elements 3 hrs This course will be available on 7/28/2013	10/26/2013
Cognitive Behavioral Therapy 1 hrs This course will be available on 9/26/2013	12/25/2013

The right-hand sidebar contains sections for 'Announcements' (with two announcements), 'Company Links' (with 'My Website'), and 'News' (with 'New Courses Recently Released' dated June 05, 2013).